

FINANCIAL SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Financial Specialist is responsible for generating, monitoring, and analyzing financial reports and documents. Duties may include: reconciling revenues and preparing reports for distribution; monitoring unit or section expenditures, capital, and other purchases to ensure conformance with department guidelines and the budget; assisting in the preparation of annual budgets and forecasts; monitoring and revising the budget(s) as needed and preparing statistical analysis information; assigning and processing work order numbers as they relate to capital purchases, program implementation, and function numbers; monitoring and processing work orders and providing information for analysis; tracking hours worked by non-regular, part-time staff to determine eligibility for merit increases and/or benefit qualification; collecting and analyzing data regarding employee travel; approving purchase requests and orders as authorized; monitoring grants, tracking grant requests, and preparing progress and final reports; preparing and tracking requests for funding as needed; developing administrative regulations and procedures for financial and accounting operations; and conducting internal, on-site audits of unit facilities and grants as needed. Depending upon assignment, this class may be responsible for supervision of a clerical staff. This class performs related duties as required.

Housing and Revitalization Assignment: Responsible for unit financial activities necessary to allocate the following federal funding from Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Home Investment Partnership (HOME) programs, and Section 8 Housing Choice Voucher Program, as well as the Office of Human Services programs.

Fire and Medical Department Grants Assignment: Responsible for establishing grant documentation and notification according to City, county, state, and federal guidelines; completing related accounting work; and monitoring and reconciling grant expenditures. This assignment is responsible for monthly reconciliation and reimbursement of grants with corresponding mandated City, county, state, and federal reports in conformance with established guidelines.

Transportation Assignment: Responsible for monitoring department contracts and expenditures (capital, operations, or re-budget), reviewing program information as it relates to capital purchases and program implementation, and managing imprest fund. This class may be responsible for supervision of Accounting Specialists II, temporary workers, and volunteers.

Distinguishing Features: This class is distinguished from the Administrative Services Specialist class by the greater emphasis on budget preparation, forecasting, analyzing financial reports, etc., and little or no emphasis on other administrative duties. This class is supervised by an administrative supervisor who reviews work through conferences, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Accounting, Finance, or a related field. Considerable (3 - 5 years) experience in accounting, bookkeeping, or a closely-related field.

Special Requirement. Must possess a valid Arizona Driver's License by hire or promotion date (by assignment).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. (*Police Department Assignment*)

Preferred/Desirable Qualifications. Financial/budget reporting experience and experience with personal computer (PC) software applications (example: word processing, spreadsheet, data manager) are preferred. Supervisory experience is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, and management to explain and interpret accounting practices and policies and answer budget and funding questions by staff and management. Instructs and/or trains staff regarding accounting procedures, such as cash handling, bank deposits, daily time sheets, and how to complete spreadsheets and other reports for regular reporting or for budgeting purposes. Prepares written documents such as administrative regulations, accounting procedures, research reports, and grant progress reports with clearly-organized thoughts and using proper sentence structure, punctuation, and grammar in order to develop unit regulations, to explain accounting practices, and to provide budgetary information, instructions, justifications, and report parameters. Composes correspondence via departmental memos, e-mail, or formal letters to request assistance or support for assigned projects, to provide information or respond to inquiries, and/or to outline procedures for financial or budgetary reports.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, deliver facility deposits, and/or visit off-site employees for business purposes (by assignment). Reviews the work products of others to ensure compliance with standard operating procedures, administrative regulations, and City policies. Inspects, monitors, and/or evaluates information involving standards, regulations, and/or guidelines. Attends meetings and/or seminars, training, etc. Operates a variety of standard office equipment (i.e., PC, printers, calculators, copiers, etc.) to perform statistical analysis, prepare documents, reports, and spreadsheets for budgeting, and review and check the accuracy of budget requests, invoices, purchase requests, etc. Enters data or information into a PC or other keyboard device (adding machine/calculator). Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets. Attends financial management training sessions and meetings to discuss grant status. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs the activities of the preparation of the unit budget to achieve deadlines. Supervises and evaluates the work of subordinate personnel who perform unit accounting functions, temporary agency processing, and the Cooperative Office Education (COE) program. Prioritizes own work including special projects, monthly reports, supervisory duties, meetings, etc. Resolves procedural and other work-related problems (i.e., accountability problems discovered by audits, etc.) by researching, discussing with affected staff, and preparing procedures for accounting functions. Coordinates financial or personnel-related work activities with appropriate City departments. Develops unit or section financial/accounting policies and procedures. Conducts research and analyzes data to produce financial and cost analysis. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Prepares or assists in preparing the forms and documents used in budget preparation, entering and verifying data, and assisting in the preparation of the overall budget. Comprehends and makes inferences from written material (i.e., budget book, financial reports, written instructions/procedures, etc.) to create spreadsheets and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Learns job-related material regarding new computer software, accounting practices and procedures, and business management through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

generally accepted techniques for compiling, verifying, and analyzing accounting data;
the general principles and practices of bookkeeping and accounts maintenance;
fundamentals of generally-accepted accounting principles and practices;
general automated accounting system procedures; and
principles, practices, and methods of supervision.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others;
review unit financial activities for purposes of promoting more efficient operations;
maintain journals, registers, and control reports relating to the expenditure system; and
establish and maintain effective working relationships.

Housing and Revitalization Assignment

Knowledge of:

Mesa's budgeting process and procedures, including activity-based budgeting and concepts;
federal program financial reporting requirements; and
principles and methods applicable to the budgeting process.

Ability to:

provide assistance to management concerning budget reports and disbursement of funds;
review files and procedures for compliance to generally accepted practices and principles; and
input and update financial data into the Integrated Disbursement and Information System (IDIS).

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/16

AC/vl/jh

CS4176.DOCX

CS4287 (Grant-funded)

EEO-Prof

JOB FCTN-FIN

INCREMENTS 81-200

PAY GRADE: 42

PAY GRADE: 42

IND-8810

SWORN-No